

SECTION 8 PERSONNEL ADMINISTRATION

PART 8.18 FLEXTIME

A. PURPOSE:

The Department provides the opportunity for employees and managers to work together to complete their assignments as public servants while also providing the opportunity to determine how to best schedule work hours.

B. GUIDELINES:

1. In accordance with Human Resource Rules and Regulations, each department of state government is permitted to establish schedules for its employees. In accordance with the above, the Department of Health, for the most part, operates on a typical weekly work schedule. Division/Office management has the delegated authority and responsibility to assure that full-time employees complete 80 productive hours within a normal pay period. It is expected that all offices will be adequately staffed from 8:00 a.m. to 5:00 p.m. Monday through Friday.
2. Flex-time, to accommodate employee and program needs, can allow starting times between 7:00 a.m. and 9:00 a.m. and quitting times between 4:00 p.m. and 6:00 p.m.. There may be times when alternative work schedules, beyond the authorized flextime in the State's regulations, may be warranted. Therefore, variable work hours which may be outside of the delegated parameters, may be implemented. Variations might include:
 - (a) Lunch hours of less than 60 minutes,
 - (b) 10 hour - 4 day work weeks,
 - (c) 8-hour work days beginning before 7:00 a.m. or ending after 6:00 p.m.,
 - (d) Any other reasonable parameter, such as job sharing in which 2 employees share the duties and responsibilities of one full-time career service position (special rules apply to job sharing and may be obtained from the Office of Human Resource Management & Employee Development).

3. First-line supervisors have the authority to approve and implement variable working hours, at the discretion of management, and where such hours suit the needs of the program.
4. Form HR 101, Flex-Time Work Agreement is attached and must be completed by the first-line supervisor when requesting a change in work hours, if the hours to be requested are other than the normal 8:00 a.m. to 5:00 p.m. office hours. The original of the request is retained in the employee personnel file. This form must be completed for any condition deviating from the normal work hours of 8:00 a.m. to 5:00 p.m. with one hour for lunch.

D. EXCEPTION:

For FLSA non-exempt employees, management/supervisors shall not make any adjustments to these employees' work schedules that will cause them to work more than 40 hours per week, unless an alternative work schedule has been approved. If more than 40 hours per week are worked, unless on an alternative work schedule, an overtime liability is automatically incurred.

State of Utah
Department of Human Resource Management
FLEX-TIME WORK AGREEMENT

The _____ Agency/Dept.: _____ Division: _____

grants permission to: _____ to work the following flex time schedule.
Employee's Full Name

WEEK ONE

Day	Beginning Hour	Ending Hour	Lunch (60 or 30 minutes)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

WEEK TWO

Day	Beginning Hour	Ending Hour	Lunch (60 or 30 minutes)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

The above named employee agrees to abide by the policy of the Department regarding flex-time, understanding that abuse of this privilege will mean forfeiture of the flex-time schedule.

This schedule has been set by the employee's supervisor and provides adequate work group and office coverage of functions during the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The schedule includes a one-hour or 30 minute lunch period and a fifteen-minute break in both the morning and afternoon. These periods will not be used to adjust nor accumulate time to accommodate a shorter day.

The employee agrees to be at his/her assigned workstation (in or out of the office) and be working at assigned tasks during the chosen work period. In addition to regular work assignments, the employee agrees to answer the telephone and respond to informational requests to the best of his/her ability during the hours before 8:00 a.m. and after 5:00 p.m. If the employee cannot handle inquiries, he/she shall take messages for referral to the appropriate individual.

This schedule will remain in effect while it is of benefit to the department and as long as the employee:

1. is at work station every work day at the agreed upon time, unless on approved leave. Problems with late arrivals will result in the employee reverting back to the regular 8:00 a.m. to 5:00 p.m. schedule;
2. does not request adjustment of the schedule frequently;
3. does not exceed 40 hours per week if in N-FLSA status. Any hours worked in excess of 40 hours must be pre-approved by the supervisor. In signing this agreement, the supervisor and the employee agree:
 - a. The employee will be subject to reviews conducted on time, time out and activity during the scheduled workday.
 - b. No loss of efficiency will occur in the assigned tasks of the employee.
 - c. Service to State agencies and the public will not decrease.
 - d. Work can be accomplished during non standard times.
 - e. There will be no increase in cost to the Department.
 - f. No undue hardship will be placed on the employee or his/her co-workers.
 - g. There will be adequate supervision of the employee.

Employee Signature

Supervisor's Signature

Effective Date